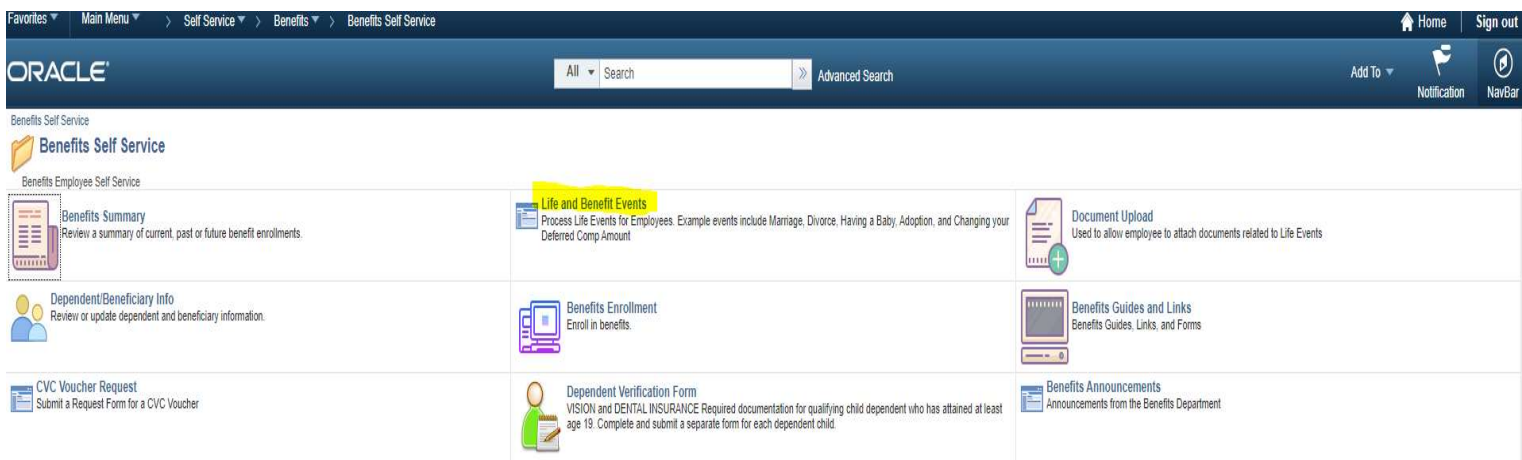


# Deferred Compensation Contribution Change Process



## Life Events

### Select Your Event

Review the choices and select the appropriate Event.

#### Employee

- ☐ Marriage
- ☐ Birth of a Child
- ☐ Adopted or Gained Legal Custody/Guardianship of a child
- ☐ Divorce or Legal Separation
- ☐ Loss of Coverage Elsewhere
- ☐ Gain of Coverage Elsewhere
- ☐ Add a Domestic Partner
- ☐ Remove a Domestic Partner
- ☐ Death of a Dependent
- ☒ Change Deferred Compensation Contribution

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## Change Status Date

### Change Status Date

This event allows you to change the amount of your Deferred Compensation contribution.

If you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

#### Empower Retirement

Enter today's date for the contribution change to be effective on next month's paycheck. All change requests must be on the 1st of the month or earlier for the change take effect on the next payroll. For instance, enter a date of 8/1 or earlier for the change to be in effect for the 8/10 paycheck. Please note that if you enter the 10th of the month, the change will NOT be in effect for that paycheck. For example, if you enter 7/10 as the date, the change will not take effect until the 8/10 paycheck.

Please note that the change must be submitted to EBSU by the end of the current month to be processed for the next 10th of the month pay.

**Status Change Date**

\*Enter Date as Described Above

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Change DC-457 Contribution

Deferred Compensation Change

The changes you make to your deferred compensation contribution will continue until you submit another change.

The guide to the left will take you through the steps necessary to make your changes.

You can click on each Life Event task on the left or click on the NEXT button in the upper right hand corner to progress through this event.

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Deferred Compensation Change

Please confirm this is the date you want to change your deferred compensation benefits.

If correct, please click on the Submit button.

Date of Status Change09/10/2019

Submit

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Birth Date

Submit Confirmation

☒ The Submit was successful.

OK

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Benefit Enrollment

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to see if there is any impact to your eligibility for benefits, and determine whether changes to your existing enrollments are allowed.

Select the 'Start My Enrollment' push button to begin your benefit enrollment.

Start My Enrollment

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Change DC-457 Contribution

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Benefits Enrollment

For Deferred Compensation Changes, the changes you make to your contribution will continue until you submit another change.

For other benefit plans you will not be permitted to add/drop coverage or make mid-year changes unless you experience a Qualifying Life Event, such as a marriage, divorce or birth of a child. (See Open Enrollment Guide for a complete list of Qualifying Events.)

The information icon provides you with additional information about your enrollment.

The Select button next to an event means it is currently open for enrollment. Click the Select button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

Open Benefit Events

Event Description	Event Date	Event Status	Job Title	
Deferred Compensation Chg ESS	09/10/2019	Open	Clerk-Senior Level	Select

After you click the "Select" button, it will take a few seconds for your benefits information to load.

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Benefits Enrollment

Deferred Compensation Chg ESS

**Important:** Your changes will not be complete until you Submit your choices to the Benefits Department.

AND if you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

[Empower Retirement](#)

Enrollment Summary

	Before Tax	After Tax	Employer Cost	
Health Savings Account				
Current: Waive				
New: Waive		0.00		
Deferred Comp Section 457				Edit
Current: Deferred Comp	\$50.00			
New: Deferred Comp	\$50.00			
DC Special Benefit \$25/\$150				Edit
Current: DC150 Spec Ben	\$25.00			
New: DC150 Spec Ben	\$25.00			

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Benefits Enrollment

Deferred Comp Section 457

Section 457 Deferred Compensation plans allow you to prepare for your financial security and build your savings for retirement.

If you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

Empower Retirement

Your current plan is Deferred Comp with a \$50.00 before tax contribution. You will continue with this amount if you do not make a change.

Select an Option

☐ No, I do not want to enroll

☒ Deferred Comp

Contributions

Your monthly contributions should be in whole dollar amounts. Any amounts with cents (e.g., 54.12) will be rejected.

Before Tax

Flat Amount50.00

Update and ContinueDiscard Changes

Select the Update and Continue button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the Discard Changes button to ignore all entries made on this page and return to the Enrollment Summary.

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Benefits Enrollment

Deferred Comp Section 457

Section 457 Deferred Compensation plans allow you to prepare for your financial security and build your savings for retirement.

If you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

Empower Retirement

Your current plan is Deferred Comp with a \$50.00 before tax contribution. You will continue with this amount if you do not make a change.

Select an Option

☐ No, I do not want to enroll

☒ Deferred Comp

Contributions

Your monthly contributions should be in whole dollar amounts. Any amounts with cents (e.g., 54.12) will be rejected.

Before Tax

Flat Amount50.00

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Life Events

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Benefits Enrollment

Deferred Comp Section 457

Important: Your changes will not be complete until you Submit your choices to the Benefits Department.

AND if you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

Empower Retirement

Your Choice

You have chosen \$50 before-tax.

Notes

Once submitted, this choice will take effect on 10/01/2019. Deductions for this choice will start with the pay period beginning 09/01/2019.

Update Elections

Discard Changes

Select the Update Elections button to store your choices.

Select the Discard Changes button to go back and change your choices.

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Enrollment Summary

Health Savings Account	Before Tax	After Tax	Employer Cost	
Current: Waive				
New: Waive	0.00			

Deferred Comp Section 457

	Before Tax	After Tax	Employer Cost	Edit
Current: Deferred Comp	\$50.00			
New: Deferred Comp	\$50.00			

DC Special Benefit \$25/\$150

	Before Tax	After Tax	Employer Cost	Edit
Current: DC150 Spec Ben	\$25.00			
New: DC150 Spec Ben	\$25.00			

This table summarizes estimated costs for your new benefit choices. (The "Employer" column displays the amount the County is contributing to subsidize the cost of your benefits.)

Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	0.00	0.00	0.00	0.00
Your Costs	0.00	0.00	0.00	

These costs do not include certain choices that are based on variable earnings.

Save and Continue

Select the Save and Continue button to send your final choices to the Benefits Department.

Important: Your changes will not be complete until you Submit your choices to the Benefits Department.

AND if you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

Empower Retirement



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Benefits Enrollment

Submit Benefit Choices

You have almost completed your enrollment. If you have no further changes, select the Submit button on this page to finalize your benefit choices.

Select the Cancel button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you select the Submit button your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualifying event such as a family status change.

Authorize Elections

By submitting your benefit choices you are authorizing the County to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

SubmitCancel

Select the Submit button to send your final choices to the Benefits Department.

Select the Cancel button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

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Benefits Enrollment

Submit Confirmation

Your benefit choices have been successfully submitted to the Benefits Department.

To return to the Benefits Enrollment page, use the OK button.

OKPrint FormEmail Form

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Event Completion and Exit

To finalize your Change DC-457 Contribution event, please click the Complete button below.

Complete